

# Training Announcement

**What: Practical Leadership Skills for New First-Line Supervisors**

**Registration Cut-Off Date: March 6, 2012**

**Date & Time:** March 12-16, 2012 8:00-4:30 **Tuition:** \$350 (approx.) per participant

**Location of Training:** Danny Rhynes Training Center  
602 Tippecanoe  
San Bernardino, CA 92408

**Course Information:** This 4 ½ day classroom course will prepare participants to transition successfully into a supervisory role. The focus will be on developing supervisory skills and reinforce what was learned from the *HR Management: What Supervisors and Managers Need to Know* course. The competencies identified for first-line supervisors include the following: Continual Learning, Conflict Management, Leveraging Diversity, Team Building, Problem Solving, Interpersonal Skills, and Oral Communication. Supervisors and managers should strive to complete this course shortly after the HR Management course.

**Who Should Attend:**

- New first line supervisors who have managed for less than 2 years
- Experienced first-line supervisors who have not had the opportunity for this type of training
- First Line supervisors who want a refresher in supervision

**Available Slots:** 30 participants.

**How to Register: Use AgLearn to register for this course**

**IMPORTANT: FIRST Confirm your email and Supervisor are correct in your Aglearn Profile.**

**In AgLearn:**

- Enter the KEYWORD search term in the "Search Catalog" block (top right of screen).
  - Search Term is : **6140 R5 Practical**
- When "**+ 6140 R5 Practical Leadership Skills for New First-Line Supervisors**" appears:
- Click on the yellow **plus sign (+)** to the left of the course title
  - You will see a drop down dialogue block (listing the course for **CA BDF**)
  - Click on the "**Register**" **Button** on the right side of screen
  - A **warning** message will appear advising of supervisory approval, **Click Yes.**
  - **IMPORTANT** that you do the following:
  - Enter your job code and override information in the comments block and click the Confirm button at the **bottom** to the right of the comment text box
  - You have now officially registered for this course and have a **Pending Status.**
  - Your supervisor **MUST** approve in AgLearn to receive an **ENROLLED** status.

You will receive an email notification from AgLearn of your enrollment status. You may lose your seat in the class if your supervisor does not approve timely; it is recommended you contact your supervisor to request approval. **NOTE:** If you need to **withdraw** from this class, please go into AgLearn to do so. This will give others on the waitlist an opportunity to take the class.

AgLearn Assistance/Questions: Darla Nearing, 505-944-4061